

# Missouri State Fleet Information System

## User's Guide Fleet Driver Maintenance Screen

This screen is used to add new state drivers to the system or view their driver's license status with the Department of Revenue.

### **Search for a driver already in the system:**

Type the driver Social Security Number (SSN) next to the search button and then hit the search button.

### **Add a new driver:**

- Enter SSN in data entry section
- Select Frequent or Infrequent
- Valid Out of State License? Defaults to No, select if applicable.
- Fleet Driver Record Status: Defaults to Active but will change to Inactive automatically if employee is no longer active in SAMII HR for your agency.

To add the driver, hit the submit button on the right side of the page. Employee name, agency number and agency name is displayed.

**Driver Training Completed:** Optional. Agencies that wish to record driver safety training for each employee can contact the State Fleet Manager for more information.

### **Department of Revenue Driver License Data**

Once an employee has been added as a driver, the employee's driver's license number and license information is displayed at the bottom of the screen.

- **DOR Record Indicator:** Indicates if Department of Revenue has data in their system for the employee.
- **Operator Status:** Indicates the status of the employee's license.
- **Commercial Status:** Indicates if the employee has a commercial license and the status thereof.
- **School Bus Status:** Indicates if the employee is licensed to operate a school bus and the status thereof.
- **Class:** Lists the class of the employee's license.
- **Restrictions:** License restrictions listed if applicable.
- **Endorsement:** Endorsements listed if applicable.